

**Millennium Challenge Corp. Integrated Data Analysis System (MIDAS)**  
**Assistant Project Manager**  
**Personal Services Contractor (PSC) Opportunity**

**Department of Administration & Finance**

The Millennium Challenge Corporation (MCC) is a U.S. Government corporation whose mission is to provide assistance that will support economic growth and poverty reduction in carefully selected developing countries. Selected countries must demonstrate a commitment to just and democratic governance, economic freedom, and investments in their citizenry.

In direct support of MCC's overall mission, the Department of Administration and Finance (A&F) is responsible for planning and directing all activities related to financial management and budgeting; human resources management, information technology infrastructure, resource, and website management; procurement and acquisition, personal security; facilities management; administrative services; and corporate records management. The Department of Administration and Finance requires the services of a Project Manager to support MIDAS under a personal services type of contract.

**MANDATORY REQUIREMENTS**

- Success in obtaining a Federal security clearance.
- United States Citizenship

**BACKGROUND**

The Millennium Challenge Corporation (MCC) is continuing to enhance its internal management database, the MCC Integrated Data Analysis System (MIDAS) and is embarking on a year-long project to improve the data ingestion, data quality and reporting functionality of the system, as well as introducing MIDAS to MCC and conducting the relevant training required.

Policies, procedures, and standards are being defined in order to be able to roll out MIDAS functionality, and requirements for new enhancements have yet to be defined. Additionally, documentation is being written for end-users to assist in understanding and using MIDAS. A communication plan and training plan needs to be developed.

**KNOWLEDGE, SKILLS & ABILITIES**

At a high level the incumbent of this position should have project management experience, specifically cost, schedule and scope control experience, but more importantly experience managing complex information technology projects.

- Ability to manage an Integrated Project Team (IPT); that is the ability to bring business process owners, data stewards, the contracted developer of MIDAS and MCC technical staff together and govern a working group to set and achieve the objectives of the project.

- Ability to translate high level, often loosely defined business requirements into detailed technical requirements for action. Specifically, definition of business workflows, data models and reporting requirements.
- Knowledge of project management best practices: Scope control, Cost, Schedule and Communications
- Ability to present complex technical information to Executives (conceptual, design, business value, cost, schedule), knowledge of Enterprise Architecture, specifically Data Reference Model and data modeling techniques.
- Ability to develop and document business procedures, and develop end user documentation and guidance for MIDAS functionality.
- Ability to develop training materials and deliver training courses to MCC staff.

### **Evaluation Criteria**

- Minimum undergraduate degree with major in international development, business or other related field
- Demonstrated experience in International Development, IT Project Management, preference given to MCC, USAID or Department of State experience
- Strong knowledge of Microsoft Office, Microsoft Project and document management tools (e.g. CMS, DMS or Knowledge Tree)
- Excellent written and oral communication skills, including document editing, presentation preparation

The initial period of performance for this full time PSC contract is one year. Four one-year option periods will also be included. This position is limited to U.S. citizens or legal permanent residents with 5 years residency history due to the security background clearance required.

### **How to Apply**

Interested parties should submit by email to [recruitment@mcc.gov](mailto:recruitment@mcc.gov) the following package: 1) Curriculum Vitae, 2) a brief cover letter that addresses the desired qualifications and provides three professional or academic references, 3) salary history over the past 3 years; and (4) fully loaded hourly salary rate requirement. Full time PSCs at MCC are eligible for 10 paid holidays per year, plus annual leave and sick leave, but are not eligible for government paid health insurance, life insurance, or retirement contribution. Please include "MIDAS - PSC" in the subject line of your email. First cut off for applications is April 26, 2010, however the announcement is open continuously until the position is filled.